

STATEMENT OF RESPONSIBILITY

Please read the following information regarding responsibility for Resource Center (RC) Library material.

A **Library Loan Agreement** must be completed and on file in the RC Library prior to processing a request for loaned material. The applicant is required to sign the **Library Loan Agreement** and submit it to the RC Library, along with a business card or the agency's letterhead, for approval.

The **Library Loan Agreement** is a signed statement whereby the applicant agrees to be responsible for:

- The care and guarded possession of materials.
- Recovery cost(s) of lost or damaged materials.
- Indicating if materials are damaged or not in usable condition upon return.
- Returning materials ON or BEFORE the due date.
- Adequate protective packaging of materials being returned.
- Returning materials via UPS or U.S. mail with insurance.

Note: Copyright laws protect materials provided by the RC Library. Unauthorized reproduction constitutes a violation of U.S. copyright laws.

ORDERING INFORMATION

Please follow the steps below to initiate approval for DVD/video loan requests from the Resource Center Library.

1. Complete a **Library Loan Agreement** form (see page vi) – All **Mandatory Information** must be completed, the Agreement signed by the person who will take responsibility for replacing lost or damaged materials, and must be on file with the RC, along with a copy of the agency's letterhead or a business card, prior to processing any loan request.
2. Submit the **Library Loan Agreement** form to the RC Library via U.S. mail or fax. Both the address and fax number are located at the top of the form.
3. A **Patron** number will be assigned by the RC Library. This number must always be placed in the appropriate box on the **DVD/Video Loan Request** form. Patrons will be notified by telephone or email that they have been approved and a patron number assigned.
4. **DVD/Video Loan Request** form (see page vii) – This form can be duplicated for your use and is always required when requesting DVDs/videos.

ORDERING INFORMATION CONT.

Please follow the steps below to initiate a DVD/Video Loan Request.

1. **Complete the form clearly.** Make sure that the agency street address, city, state, zip code and patron number are included.
 - ◆ DVDs/Videos are **limited to two (2) per request.** List alternate titles, if needed.
 - ◆ DVDs/Videos are **loaned for a three-week period** and may be renewed upon request and approval.
 - ◆ DVDs/Videos may be ordered by **U.S. mail, fax, email or in person.** Only under special circumstances will orders be taken by telephone.
 - ◆ Orders are shipped via UPS. Please allow 1-2 weeks for delivery.

California Department of Alcohol & Drug Programs
Resource Center Library
1700 K Street, First Floor
Sacramento, CA 95814-4037
(916) 324-5439 or (800) 879-2772
FAX: (916) 323-1270

Library Loan Agreement

Please complete and return to the Resource Center Library.

I, THE UNDERSIGNED, AGREE THAT SHOULD ANY OF THE MATERIALS BORROWED BE LOST OR DAMAGED WHILE IN MY POSSESSION, I OR MY AGENCY WILL BE HELD RESPONSIBLE FOR THEIR FULL REPLACEMENT COST.

Mandatory Information (please print):

Name: _____ Date: _____

Agency Name: _____
(Please attach letterhead stating position with signature or business card to application)

Agency Address: _____

City, State, Zip: _____

Agency Telephone Number: (____) _____ Fax: (____) _____

E-mail Address: _____

Home Address: _____

Home Telephone Number: (____) _____

Signature

Title

For RC Library use only

Patron Number issued: _____

Requestor Type: _____

Date: _____

Issued by: _____

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DVD/Video Loan Request

Date: _____ Desired receipt date: _____

RUSH REQUEST (justify): _____

Requestor Name: _____ Telephone: (____) _____

Agency Name: _____

Agency Address: _____

City, State, Zip: _____

Fax: (____) _____

Patron No. (if known)

Preferred title selections (Please specify DVD or VHS format):

1) _____

2) _____

Alternates if first choices are not available:

1) _____

2) _____

3) _____

If the preferred DVD/video titles being requested are not available, would you like these items placed on reserve?

Yes _____ No _____

Please allow 1-2 weeks for delivery.